

# **EAST BRUNSWICK PUBLIC SCHOOLS**

**Chittick Elementary School**

*Mrs. Megan Manetta, Principal*

## **SCHOOL SAFETY PROCEDURES**

*Please cooperate for the safety of our children.*

**Note:** All doors will be locked for the duration of the school day. No parents are permitted in the building unless they have signed in and obtained a visitor's badge. Please have identification ready to present. Thank you for your understanding and for protecting the safety of all of our students and staff.

### **Student Drop-Off**

**7:00 A.M.** **Early Morning Drop-Off Program (EMP)** -- Students enter through **MAIN ENTRANCE** and must be registered with the East Brunswick Public School **Early Morning Drop-off Program (**EMP**).**

**8:50 A.M.** All **WALKERS** must enter through the Main Entrance between **8:50 A.M. and 9:10 A.M.**  
**Walkers cannot be on school grounds (inside or outside) prior to 8:50 A.M.**  
(Doors will be locked)

**9:05 A.M.** Students in Multipurpose Room, Morning Pledge and Announcements. Students are dismissed to homerooms by grade.

**9:10 A.M.** Classes begin

### **P.M. DISMISSAL**

**Front Door (Near Playground) - Grades 1 & 2**  
**Main Entrance – Preschool and Kindergarten**  
**Front Door (Near Old Bridge Turnpike) – Grades 3, 4, and 5**  
**Rear Doors – All Bus and Van Dismissal**

**Parents waiting to pick up students are to remain outside of building.**

**3:20 P.M.** **Safeties report to posts** -- All Students remain seated in homerooms until each grade is called to line up in Multipurpose Room. Siblings may meet up at this time.  
**After School Kids Program (**ASK**) participants report to their assigned area.**

**3:20 P.M.** **Preschool and Kindergarten students who do not take a bus or attend ASK will be dismissed to parents from the Main Entrance.**

**3:25 P.M.** All walkers are dismissed at this time. *Please see above for the dismissal location by grade.*

**3:25–3:35 P.M.** Supervision at Dismissal students must be picked up by parent in main lobby

**4:00 P.M.** Building will be completely secured. No parents/community members are permitted in the building after 4:00 PM, and security is not able to retrieve forgotten items for students.

**ASK** Students must be picked up through the **MAIN ENTRANCE ONLY** .

Regards,

*Mrs. Megan Manetta*

Principal

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